



City of San José, California
Department of Parks, Recreation & Neighborhood Services

Is Seeking
A Deputy Director, Parks Division
and
A Deputy Director, Recreation and Community Services Division



THE COMMUNITY

San José California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovation companies. San José is also home to an energetic, talented and diverse population. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year.

San José's quality of life is unsurpassed. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. City operations are supported by approximately 6,000 positions and a total budget of \$2.9 billion for the current 2016–17 fiscal year.

To learn more go to: www.sanjoseca.gov

THE DEPARTMENT

The Department of Parks, Recreation and Neighborhood Services (PRNS) has an annual total budget of \$67 million and is supported by 560 FTE. PRNS consists of three major functional divisions: Recreation and Community Services, Parks, and Administrative Services. Strategic support is provided by Budget and Fiscal Management Services; Park Planning and Development; Marketing and Public Information; and, Contracting Services. PRNS has one of the most diverse

service models of any agency of its type. The recreation, social services and outdoor spaces serve not only San Jose's million plus residents, but individuals from surrounding cities and communities as well.

MISSION

To build healthy communities through people, parks and programs

Guiding Principles

*Accessibility Inclusivity Affordability
Equity Diversity Sustainability
Flexibility*

Deputy Directors

PRNS is currently seeking two Deputy Directors to join its executive team and lead the Recreation and Community Services and Parks Divisions. The Deputy Directors will provide leadership and strategic planning for the divisions and play a critical role in both leading these two divisions to financial sustainability efforts and in furthering the department's vision of becoming a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.

In addition, the deputy directors will be involved with the Technical Team of the Mayor's Gang Prevention Task Force. The Technical Team is comprised of Parks, Recreation & Neighborhood Services staff, police officers, school officials, and direct-service organizations who provide prevention and intervention services in the community to curb gang violence. The team is "charged with the responsibility of assuring the development of gang prevention, intervention, and suppression programs that work effectively in the neighborhoods." These members also utilize their expertise to provide the Policy Team with updates on the current gang climate and the effectiveness of the Task Force's efforts.

Recreation and Community Services Division (RCS)

RCS is supported by 184 FTE and an operating budget of approximately \$24 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through its ten Hub Community Centers, Grace and Bascom Community Centers as well as through reuse sites which are operated in partnership with nonprofit organizations. Services include preschool; youth and adult based programming; school and after-school education and recreation based programming; sports leagues and classes; services for older adults including senior nutrition; fee based programs; fitness programs; aquatics programs; and, summer camps.

Reporting to the PRNS Director and Assistant Director, the Deputy Director and their management team are directly responsible for the strategic planning of RCS program development, service delivery and financial sustainability. The position oversees all day-to-day operations of the division, including budget and policy recommendations. The Deputy Director is also responsible for providing leadership in advancing division and or department-wide initiatives.

The Deputy Director leads a team that includes a Division Manager and their direct reports – Recreation Superintendents, Analysts and Recreation Supervisors in daily operations, coordinates a department-wide financial sustainability effort and seeks and/or develops innovative strategies for program growth and enhancement.

Parks Division

Parks is supported by 299 FTE and an operating budget of approximately \$39 million along with various other sources including capital, grants, revenue generation and other special funds. Services and programs are delivered through

its 186 neighborhood parks, nine regional parks and 55 miles of trail. Typical services include parks maintenance and operations; recreation and leisure programming; fee based programs; summer camps, permits and reservations; Park Ranger program; watershed protection and resource management; golf management; capital infrastructure repair and rehabilitation; special events; Happy Hollow Park & Zoo; and, San José Family Camp at Yosemite.

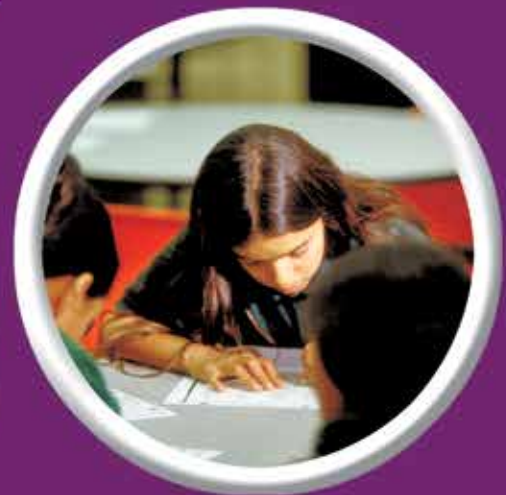
Reporting to the PRNS Director and Assistant Director, the Deputy Director is responsible for enhancing the overall efficiencies and service models of the Parks Division, focusing on Maintenance Operations; the Park Ranger Program; Family Camp at Yosemite; Capital Infrastructure; and, Asset Management/ Business Intelligence (BI). The Deputy Director through subordinate managers also has oversight of departmental operational service functions including operations and maintenance service delivery; minor capital work; division administrative support including hiring strategies and professional staff development; facilitating concerns/requests from the City Council, staff and the public; contract administration and BI development and application.

The Parks Deputy Director leads a team that includes a Division Manager and Park Managers and provides essential services to the Director and Assistant Director. Key services include coordination of Parks Division operations with other City departments, county, state and national agencies; work closely with partners such as foundations, conservancies, and other non-profit groups; provide assistance in the development of annual operating and capital improvement budgets, including revenue enhancement plans; plan, coordinate, and direct work programs and projects for the

maintenance and construction of the City park system; investigate and respond to the more complex inquiries regarding parks service delivery methods; resolve technical and operational problems; and, oversee the protection and preservation of regional parks, open space and watershed properties.

Why you want to join the San José PRNS Team:

- A citywide commitment to building community through efforts that define creative placemaking: expanding the community's access and engagement to public space and impacting the economic and visual dynamics of the city
- Collegial work environment
- Knowledgeable, dedicated and engaged staff
- Vast array of exciting and ongoing projects
- Recreational programs for toddlers to seniors
- 15,950 acres of parkland including Alum Rock Park (718 acres) – the oldest municipal park in California and one of the largest municipal parks in the United States
- Kelley Park – includes diverse facilities such as Happy Hollow Park & Zoo (an iconic, 50+ year-old, child-centric amusement park), the Japanese Friendship Garden, History Park at Kelley Park, and the Portuguese Historical Museum.
- Emma Prusch Farm Park (43.5 acres) – demonstrates the valley's agricultural past and includes a 4-H barn, community gardens, a rare-fruit orchard, demonstration gardens, picnic areas, and expanses of lawn





THE IDEAL CANDIDATE(S)

The RSC and Parks Division Deputy Directors lead a diverse portfolio of programs ranging from recreation programming to landscaping and maintenance activities and management of park rangers. Ideal candidates must be passionate, participative servant leaders committed to the ideal that the Parks, Recreation and Neighborhood Services Department and City organization can create significant opportunities to improve the quality of life of San José's residents.

Successful candidates will be energetic leaders capable of creating and implementing long-term plans and who possess the necessary management skills and political savvy to help make those plans a reality. The Department seeks innovative critical thinkers and problem solvers able to anticipate and identify possible issues and then provide/implement creative solutions. Ideal candidates will be committed to building high-performing teams and to holding themselves and staff accountable for their performance. As with most local government agencies, PRNS is in a rebuilding mode following the country's recent recession, which makes the ability to broker resources and develop and maintain positive, productive community partnerships and collaborations essential. A healthy sense of humor and an optimistic attitude will complement the Department's energetic and dedicated executive team and are key to flourishing in either of these roles.

Education/Experience:

- Bachelor's Degree in a closely related field
- Six years of progressively responsible experience, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

COMPENSATION AND BENEFITS

The approved annual salary range for these at-will positions is **\$108,404.560 - \$168,861.809**. The actual salary will depend on the qualifications and experience of the individuals selected. The City provides an array of benefits including:

Retirement — Competitive retirement system with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance — The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance — The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time — Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays — The City observes 14 paid holidays annually.

Deferred Compensation — The City offers an optional 457 Plan.

Flexible Spending Accounts — The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance — The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, November 4, 2016. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:

CPS HR CONSULTING

Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpshr.us
Web-site: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for interviews with the City. The City anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidates.